



The Colorado Staffing Association Annual Conference August 18/19 2022

Hello Industry Partner Sponsors:

Thank you again for your support and we are so excited to see you! We greatly look forward to having you share your time and expertise with Colorado Staffing and Recruiting companies. The Exhibit Hall and Conference are located in the beautiful Crystal I, II, III rooms (map below) at The Monarch Casino Spa & Hotel, 488 Main Street, Black Hawk, CO 80422. Reservations by calling (800) 723-6500 or online [here](#)

ADDITIONALLY: As a valued sponsor you are able to invite any of your Staffing/Recruiting/DirectHire client/companies to attend our event at the "member" price. They can simply register on line here: <http://coloradostaffing.org/event-4709323> and choose the "Special Rate for Sponsored Companies" Enter code: CSA2022 fee of \$295/person vs. a "non-member" fee of \$595/person. We offer this as a thank you to you as well as the fact that anyone who has attended any of our conferences in the past have become members! They see and feel the value, the transparency and the "family" of CSA.

IMPORTANT Conference Information:

- Set up is Thursday 6-9pm Friday/Take down is 5:30pm
- Please be set up by 7:00am on Friday.
- Please arrive prior to 7:00 am on Friday for breakfast and Sponsor Exhibit Opening
- The Monarch Casino Spa & Hotel, 488 Main Street, Black Hawk, CO 80422 | Parking is available
- Sponsor Speaking/Give-a-Way:
 - 1, 3 or 5-Minute Company Highlights: Per your Sponsorship Level beginning at 3:30pm.
 - Each year we request that you purchase and bring a give-a-way(s) to be given to attendees after you speak. We draw a name from the basket and you award the attendee! (These would be items that are different than your usual SWAG). For example, iTunes gift cards, phone battery booster, wireless Bluetooth speakers, etc. for a give-a-way and you will draw the name after your company highlight.
 - Please let me know ASAP what you will be bringing so we can share on social media for advertising for YOU! Call or text Stephanie at 720-220-5122 Stephanie@ColoradoStaffing.org
- If you have been selected for a speaking breakout session, refer to the breakout schedule to be emailed one week prior to the event.
- **Table Displays:** Each sponsor will have a 6ft. table with your company name listed
- **Power Supply:** Please let me know if you do indeed **NEED** a direct power supply for your booth/space and there is a small fee listed below.
- **Thursday Owners Retreat:** will be held in The Crystal IV room – map below.
- **Thursday Night Cocktail Party 6-8pm:** will be held in The Crystal IV room
- **Friday:** All the catering will be held in the Crystal I, II, III rooms to keep traffic flowing to your table/booth.
- **Best Sponsor Game Cards:** We are distributing a Game Card to each attendee with instructions to visit each sponsor/vendor to talk to you about your company. You will receive a permanent colored marker to initial on your logo that they have visited your booth/space. A drawing will be held at the end of the conference to award a prize. Again, to drive attendees to hear about your offerings.

Questions: Please call or text Executive Director, Stephanie Ursini-Bennett: 720-220-5122

Stephanie@ColoradoStaffing.org

Marketing materials and booth shipments:

Ship to your name to arrive at the hotel and you will be charged a fee for the arrival and return handling of your shipment. Details below:

SHIPMENT OF PACKAGES

All packages being shipped to Hotel for use in a function room must be addressed as follows:

HOLD FOR: (Presenter or Guest Name), GROUP NAME & ARRIVAL DATE

Monarch Casino Resort Spa

PO Box 9, 488 Main St. | Black Hawk, CO 80422

Industry Partner Vendors will be charged a table fee of \$50 and a handling fee for all incoming and outgoing packages that are not the responsibility of the Group Master Account. Power supply – The hotel can supply this at an additional cost - \$25.00+ per power strip and/or extension cord. These fees were added this year after sponsorships were billed and had to be added to your responsibility. Thank you for your understanding.*

The handling fee charge is \$3.00 plus applicable taxes per receiving or shipping per box weighing no more than 50 pounds. Packages will not be accepted more than seven (7) days prior to a group's arrival. To avoid delivery refusal, packages weighing more than 50 pounds, freight on pallets, truck deliveries other than UPS or Fed Ex, or large shipments of more than 10 packages, must be arranged through Group's Catering Manager a minimum of two weeks prior to arrival. Storage and delivery access is limited. All pallets must be broken down upon delivery and a labor fee will be assessed. Applicable storage and handling fees will be charged based on the weight of the packages per pallet.

The CSA Owner's Retreat is Thursday August 18th in Crystal IV

- 7:30 am – 5pm and includes breakfast and lunch

The CSA Conference begins Thursday, August 18th

- Registration 12:00pm: Elevator Lobby
- Breakout sessions in Crystal I, II, & III from 1pm-5pm
- Networking & Cocktail/Appetizers 6-8pm Crystal IV

The CSA Conference opens again Friday, August 19th

- 7:30am -4:30 pm and includes breakfast and lunch in Crystal I, II, III

Exhibitors are provided a 6 ft. table with cover and drape.

- 7:30am -4:30 pm and includes breakfast and lunch in Crystal I, II, III
- Tables are set up on outside wall perimeters

